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CHEZ HOPE, INC.

**INDEPENDENT AUDITOR'S REPORT AND REPORTS
ON INTERNAL CONTROL AND COMPLIANCE**

Franklin, LA

For the Year Ended June 30, 2001

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 2-6-02

CHEZ HOPE, INC.

JUNE 30, 2001

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**EILEEN
SHANKLIN
ANDRUS**
CERTIFIED
PUBLIC
ACCOUNTANT
A LIMITED LIABILITY
COMPANY

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American Institute
of Certified Public
Accountants

Member of the
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INDEPENDENT AUDITOR'S REPORT

Board of Directors of
Chez Hope, Inc.
Franklin, LA 70879-7308

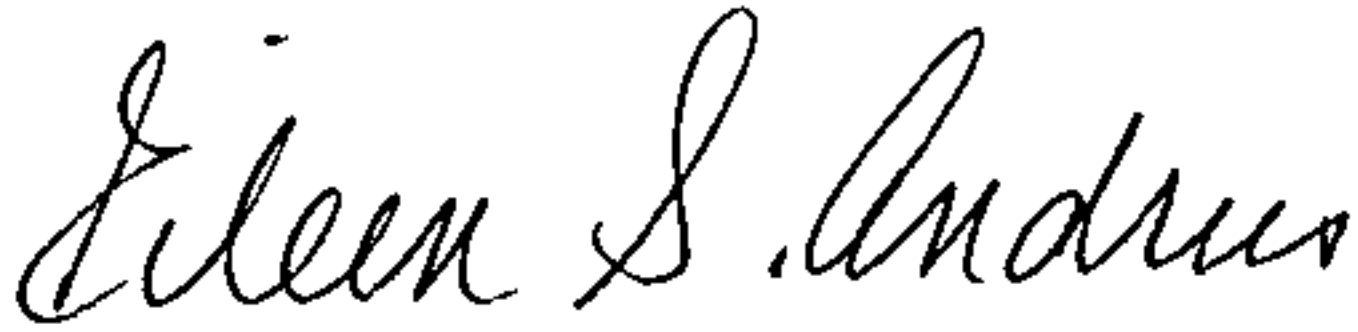
I have audited the accompanying statement of financial position of Louisiana Chez Hope, Inc. (a nonprofit entity) as of June 30, 2001, as listed in the table of contents. These financial statements are the responsibility of the Chez Hope, Inc.'s management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Chez Hope, Inc. as of June 30, 2001 and the changes in net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated August 30, 2001 on my consideration of the Chez Hope, Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

My audit was performed for the purpose of forming an opinion on the financial statements of Chez Hope, Inc. The accompanying supplementary information is presented for purposes of additional analysis, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.



Eileen Shanklin Andrus
CERTIFIED PUBLIC ACCOUNTANT
A LIMITED LIABILITY COMPANY

August 30, 2001

CHEZ HOPE, INC.

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2001

ASSETS

Cash and Cash equivalents	\$ 32,383
Grant Receivables	38,730
Prepaid Expenses	3,084
Equipment and Furniture (net of accumulated depreciation of \$ 70,803)	<u>247,687</u>
Total Assets	\$ <u>321,884</u>

LIABILITIES & NET ASSETS

Liabilities:	
Accounts Payable	\$ 8,922
Accrued Expenses	13,819
Notes Payable	12,524
Long- Term Debt	<u>52,814</u>
Total Liabilities	<u>88,079</u>
Net Assets	
Temporarily Restricted	26,047
Unrestricted Net Assets	<u>207,758</u>
Total Net Assets	<u>233,805</u>
Total Liabilities and Net Assets	\$ <u>321,884</u>

See accompanying notes.

CHEZ HOPE, INC.

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2001

INCREASES IN NET ASSETS	UNRE- STRICTED	TEMPORARILY RESTRICTED	TOTAL
SUPPORT:			
Federal Financial Assistance			
Emergency Shelter Grant	--	\$ 45,951	\$ 45,951
Louisiana Commission on Law Enf.		40,803	40,803
Metropolitan District Law Enf.	--	53,206	53,206
Office of Women's Services	--	67,857	67,857
Violence Against Women	--	20,617	20,617
Louisiana Coalition Against Domestic Violence	--	42,386	42,386
State Financial Assistance			
Office of Women's Services	--	121,553	121,553
Children's Trust Fund	--	5,000	5,000
Local Financial Assistance			
Office of Women's Services			
Marriage License Funds	--	14,991	14,991
Local Government Grants	--	30,000	30,000
Private Grants			
United Way	\$ 55,600	--	55,600
Louisiana Bar Foundation	--	18,000	18,000
Other	21,388	--	21,388
Contributions			
Total Support	<u>76,988</u>	<u>460,364</u>	<u>537,352</u>
REVENUE			
Fundraising	571	--	571
Batterers Intervention Fees	<u>61,873</u>	--	<u>61,873</u>
Total Revenue	<u>62,444</u>	--	<u>62,444</u>
Total Revenue and Support	<u>139,432</u>	<u>460,364</u>	<u>599,796</u>
Assets Released			
From Restrictions	<u>450,567</u>	<u>(450,567)</u>	--
Total Increase in Net Assets	<u>589,999</u>	<u>9,797</u>	<u>599,796</u>
DECREASES IN NET ASSETS			
EXPENSES:			
Program Services	442,604	--	442,604
Management & General	<u>32,192</u>	--	<u>32,192</u>
Total Decrease in Net Assets	<u>474,796</u>	--	<u>474,796</u>
Net Increase (Decrease) in Net Asset	<u>115,203</u>	<u>9,797</u>	<u>125,000</u>
Beginning Net Assets	92,555	16,250	108,805
Net Assets, June 30, 2001	\$ <u>207,758</u>	\$ <u>26,047</u>	\$ <u>233,805</u>

See accompanying notes.

CHEZ HOPE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2001

	Program <u>Services</u> Women and <u>Children</u>	Supporting <u>Services</u> Management and General	Total
Automobile Expenses	\$ 9,000	--	\$ 9,000
Client Expenses	26,509	--	26,509
Depreciation	28,339	--	28,339
Equipment Rental & Maintenance	5,319	--	5,319
Dues & Subscription	939	--	939
Insurance - General	30,922	--	30,922
Interest Expense	14,032	--	14,032
Accounting & Legal	--	\$ 4,639	4,639
Rent	7,055	--	7,055
Building Repairs & Maintenance	1,200	--	1,200
Retirement	9,270	--	9,270
Salaries	206,609	--	206,609
Contract Labor	19,211	--	19,211
Supplies	213	4,083	4,296
Taxes	24,428	--	24,428
Telephone	30,672	--	30,672
Travel	8,746	--	8,746
Utilities	15,684	--	15,684
Conferences & Training	--	5,932	5,932
Office Expenses	--	8,108	8,108
Postage & Shipping	--	7,282	7,282
Printing & Publication	--	1,794	1,794
Library Expenses	--	354	354
Miscellaneous	4,456	--	4,456
Total	\$ <u>442,604</u>	\$ <u>32,192</u>	\$ <u>474,796</u>

See accompanying notes.

CHEZ HOPE, INC.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2001

Cash Flows from Operating Activities:	
Net Increase (Decrease) in Net Assets	\$ 125,000
Adjustments to Net Assets	
Add: Depreciation	28,339
Add: Interest Expense	14,032
(Increase) Decrease in Assets	
Grant Receivable	(3,297)
Increase (Decrease) in Liabilities	
Accounts Payable	1,952
Accrued Expenses	<u>(10,085)</u>
Net Cash Provided (Used) by Operating Activities	<u>155,941</u>
Cash Flows from Investing Activities:	
Property & Building Improvements	(123,386)
Purchase of Equipment	<u>(2,193)</u>
Net Cash Provided (Used) by Investing Activities	<u>(125,579)</u>
Cash Flows from Financing Activities:	
Proceeds from Notes	29,992
Interest Payments on Loans	(14,032)
Payments on Loans	<u>(36,555)</u>
Net Cash Provided (Used) by Financing Activities	<u>(6,563)</u>
Net Increase in Cash and Cash Equivalents	23,799
Cash and Cash Equivalents, June 30, 2000	<u>8,584</u>
Cash and Cash Equivalents, June 30, 2001	\$ <u>32,383</u>

Note 1: Chez Hope, Inc. has been granted the use of a parish at no cost to the agency. This building is used to house the administrative offices of Chez Hope, Inc.

See accompanying notes.

CHEZ HOPE, INC.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Chez Hope, Inc. is a not-for-profit domestic violence program, which provides assistance, both emergency and non-emergency to battered persons and their children.

During the prior year audit period Chez Hope began administering a program known as the Batterer's Intervention Program which assists known batterers in a group setting which allows for counseling and group support to learn alternate forms of behavior. This activity is housed in the various parishes served by Chez Hope, Inc. in facilities separate and apart from Chez Hope, Inc.

B. Principles

The financial statements of Chez Hope have been prepared on the accrual basis of accounting in conformity with generally accepted accounting principles.

C. Basis of Presentation

Chez Hope's financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SAFS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

Unrestricted Net Assets are limited only by the broad limits resulting from the nature of the organization, the environment in which it operates, and the purposes specified in its articles of incorporation or bylaws and limits resulting from contractual agreements with suppliers, creditors and others entered into by the organization in the course of its business.

Temporarily Restricted Net Assets are assets whose restrictions lapse with the passage of time.

Permanently Restricted Net Assets are assets whose restrictions do not lapse with the passage of time.

Presently Chez Hope, Inc. has unrestricted and temporarily restricted net assets.

CHEZ HOPE, INC.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

D. Contributions

Contributions are recognized when a donor makes a promise to give. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized.

Chez Hope, Inc. has not valued the amount of rent contributed by St. Mary Parish for the use of their administrative facilities because this amount cannot be reasonably estimated due to the building being uninhabitable at the time use was granted by the Parish. The improvements made by Chez Hope, Inc. have not been appraised as of June 30, 2001.

E. Equipment and Furnishings

Equipment and furnishings are carried at cost. Depreciation is computed using the straight-line method over 3 years for vehicles, 7 years for furniture and equipment and 10 years for leasehold improvements. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in the statement of activity for the period. The cost of maintenance and repairs is charged to expense as incurred; significant renewals and betterments are capitalized. Deductions are made of retirements resulting from renewals or betterments.

F. Income Taxes

Chez Hope is operating under Section 501 © (3) of the Internal Revenue Code, and is generally exempt from federal, state and local income taxes. Accordingly, no provision for income taxes is included in the financial statements. This nonprofit organization has been classified as an organization that is not a private foundation under Sec 509 (A).

G. Cash and Cash Equivalents

For purposes of the statement of cash flows, Chez Hope considers all unrestricted cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

CHEZ HOPE, INC.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. Annual and Sick Leave

Chez Hope accrues vacation on all full-time employees at a rate of one day per month (12 days annually). Employees can carry a maximum of ten days annual leave to the following calendar year. Chez Hope also allows full time employees to carry a maximum of fifteen days of sick leave to the following year. When an employee is terminated, the amounts accrued are then remitted to the terminating employee.

These financial statements contain an accrual for accumulated vacation leave. The amount of accumulated sick time is not reflected in these statements due to the immaterial nature of the balances.

NOTE 2 - GRANT RECEIVABLE

Chez Hope, Inc. had the following amounts due from their grantors at June 30, 2001:

Federal	\$ 33,730
State	<u>5,000</u>
-	<u>\$ 38,730</u>

NOTE 3 - PREPAID EXPENSES

The balance of \$ 3,084 represents the organization's prepayment of general liability, auto and property insurance.

CHEZ HOPE, INC.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2001

NOTE 4- FURNITURE & FIXTURES

Chez Hope's furniture and fixtures consist of the following:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Vehicles	\$ 27,661	--	--	\$ 27,661
Equipment and Furnishings	55,601	2,193	--	57,794
Buildings	46,879	120,486	--	167,365
Land	26,250	--	--	26,250
Leasehold Improvements	<u>36,520</u>	<u>2,900</u>	<u>--</u>	<u>39,420</u>
Total	<u>\$192,911</u>	<u>\$125,579</u>	<u>--</u>	<u>\$318,490</u>
Less: Accumulated Depreciation				<u>(70,803)</u>
Net Fixed Assets				<u>\$ 247,687</u>

Total depreciation expense totals \$ 28,338 at June 30, 2001.

NOTE 5 – NOTE PAYABLE

The balance in note payable of \$ 12,523 represents a line of credit, due on demand, bearing interest at 28% per annum.

NOTE 6- LONG TERM DEBT

Chez Hope's long-term obligations consist of the following:

Note payable to Regions Bank at 9.10% per annum, due in monthly installments of \$ 347, maturing in February of 2010, secured by property.	\$ 24,122
--	-----------

Unsecured non-interest bearing note payable to a private individual, due in monthly payments of \$ 400, maturing in June of 2003.	9,200
--	-------

CHEZ HOPE, INC.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2001

NOTE 6- LONG TERM DEBT (continued)

Unsecured note payable to the City of Franklin's Revolving Loan Fund at 3% per annum, due in monthly installments of \$ 303, maturing in February 2006.

\$ 19,492

Total Long – Term Debt

\$ 52,814

Principal maturities of long-term debt are indicated below:

<u>Year</u>	<u>Amount</u>
2002	12,600
2003	10,200
2004	10,200
2005	10,200
2006-2010	<u>9,614</u>
Total	<u>\$ 52,814</u>

NOTE 7- RETIREMENT PLAN

Chez Hope, Inc. has a qualified 401 (k) deferred compensation plan for all eligible employees of the shelter. Currently, Chez Hope matches contributions to a maximum of five percent of the eligible employee's compensation. The total retirement plan contributions made by Chez Hope, Inc. is \$ 9,270 for the year ended June 30, 2001.

NOTE 8 – CONCENTRATIONS

The majority of support received by Chez Hope, Inc. comes in the form of grants from the State of Louisiana, the Federal government, the Parish of St. Mary and surrounding parishes and various other organizations.

CHEZ HOPE, INC.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2001

NOTE 9 – ECONOMIC DEPENDENCY

Because Chez Hope, Inc. receives the majority of its funding from federal, state and local government agencies, significant budget cuts at the federal, state or local level could have adverse effects on Chez Hope's operations.

As of this writing, management is not aware of any governmental actions, which could adversely effect the funding received by Chez Hope, Inc.

NOTE 10 – JOINT VENTURE

During the prior audit period Chez Hope, Inc. purchased blighted property in partnership with the City of Franklin for \$ 32,000. This property is being used to provide six single-family dwellings for battered adults and their dependent children. The governing body has granted full use of the property for this program; however only one-half of the amount or \$ 16,250 has been recorded on Chez Hope's financial statements as land.

NOTE 11 – EMPHASIS OF A MATTER – OFFICE OF WOMEN'S SERVICES

During the course of my testing I noted that audit fees were not paid with federal funds, but with private grant funds.

SUPPLEMENTARY INFORMATION



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**REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Directors of
Chez Hope, Inc.
Franklin, LA 70879-7308

I have audited the financial statements of the Chez Hope, Inc. (nonprofit organization) as of and for the year ended June 30, 2001, and have issued my report thereon dated August 30, 2001. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Chez Hope's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and questioned costs as item # 98-1.

In planning and performing my audit, I considered the Chez Hope's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions.

Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect Chez Hope's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

This reportable condition is described in the accompanying schedule of audit findings as item # 98-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe that none of the reportable conditions described in the schedule of findings and questioned costs is a material weakness.

This report is intended for the information of management, the Board of Directors of Chez Hope, Inc., federal, state and local awarding agencies and pass-through agencies. This report is not intended to be and should not be used by anyone other than these specified parties.



Eileen Shanklin Andrus
CERTIFIED PUBLIC ACCOUNTANT
A LIMITED LIABILITY COMPANY

August 30, 2001

CHEZ HOPE, INC.

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2001

Section 1 Summary of Auditor's Reports

Financial Statements

Type of auditor's report issued = unqualified

Type of auditor's report issued on compliance and internal control = qualified.

Internal Control over financial reporting:

Material Weakness(es) identified ☐ Yes ☒ No
Reportable Condition(s) identified
that is not considered to be
material weaknesses ☒ Yes ☐ none reported

Noncompliance material to financial
Statements noted? ☐ Yes ☒ No

Federal Awards

Internal Control over major programs: NOT APPLICABLE

Material weakness(es) identified? ☐ Yes ☐ No

Reportable condition(s) identified
that is not considered to be a
material weakness(es). ☐ Yes ☐ none reported

Type of auditor's report issued on compliance for major programs = NOT APPLICABLE.

Any audit findings disclosed that
Are required to be reported
In accordance with section
510 (a) of Circular A-133? ☐ Yes ☐ No

CHEZ HOPE, INC.

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2001

Section 1 Summary of Auditor's Reports

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

NONE

NONE

**Dollar threshold used to distinguish
Between type A and type B programs:**

NOT APPLICABLE

Auditee qualified as low-risk auditee? Yes No

Section II Financial Statement Findings

#98-1 Segregation of Duties

Condition: During the course of my testing I noted that there is very little segregation of duties in the accounting function.

Cause: This condition is caused by the relatively small size of the entity and its accounting department.

Effect: This condition has the effect of weakening controls in the accounting function.

Criteria: A good system of internal control over the accounting function would not have the same person signing checks, reconciling bank statements, making deposits and entering transactions into the general ledger.

Questioned Costs: None

Recommendation: There is no recommendation due to the size of the entity.

CHEZ HOPE, INC.

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2001

Section III Federal Award Findings and Questioned Costs

SINGLE AUDIT NOT REQUIRED.

CHEZ HOPE, INC.

Status of Prior Year Findings and Management Comments

For the Year Ended June 30, 2001

Management Letter Comments

INTERNAL CONTROL

98-1 Segregation of Duties = COMMENT REPEATED IN THIS REPORT.

MANAGEMENT LETTER

#1 – 00	Physical Inventory – Comment Resolved
#2 – 00	Ethical Considerations – Comment Resolved
#3 – 00	Accounting and Accounting Software – Comment Resolved.

November 14, 2001

supporting victims of domestic violence



CHEZ HOPE

Eileen S. Andrus, C.P.A.
2100 Third Street, Suite # 9
Kenner, LA 70062

RE: 2001 Audit

Dear Ms. Andrus:

Please accept the following response to your findings noted in our 2001 audit.

98 - 1 Segregation of Duties

Response: Chez Hope is a relatively small organization with a total two paid staff and a few volunteers in administration. An attempt to segregate duties is made. A volunteer/student intern picks up the mail, opens and stamps the mail daily. The executive director reviews and distributes the mail. The bookkeeper compiles all financial pieces and prepares for processing. The executive director authorizes payments, the bookkeeper makes out checks and deposits monies, but does not sign checks. Checks are signed by the executive director and an authorized signer who is member of the board of directors.

Chez Hope's bookkeeper is fairly new in the position. This year particular emphasis will be made to document in greater detail original receipts/expenditures clearly referencing all client numbers, etc... to ensure easier referencing for administration and fiscal compliance.

Should Chez Hope receive adequate funding to enhance the administration, more segregation of duties will be implemented.

Sincerely,

Jeanne L. LeBlanc,
Executive Director



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